

# **KENTUCKY DEPARTMENT OF EDUCATION**

## **PSD/CSD**

### **ERROR CODE CORRECTION GUIDE**

**October 2003**

# TABLE OF CONTENTS

<b>PURPOSE.....</b>	<b>6</b>
---------------------	----------

<b>PSD ERRORS .....</b>	<b>7</b>
-------------------------	----------

1.00 District number in file name is different than number in file ...	7
--	---

2.00 Invalid district number.....	7
-----------------------------------	---

3.00 SSN is not 9 digits.....	7
-------------------------------	---

4.00 SSN is not all digits.....	7
---------------------------------	---

4.10 Name is not the same for all records for a SSN.....	7
--	---

4.20 Gender is not the same for all records for SSN.....	8
--	---

4.30 Ethnicity is not the same for all records for SSN.....	8
---	---

4.40 Rank-Step is not the same for all records for SSN .....	8
--	---

4.50 Experience is not the same for all records for SSN .....	8
---	---

6.00 No Base Pay record .....	8
-------------------------------	---

6.50 Invalid object code .....	8
--------------------------------	---

7.00 Last name contains a non-alpha character.....	9
--	---

8.00 First name contains a non-alpha character .....	9
--	---

9.00 Initial is a non-alpha character.....	9
--	---

10.00 Incorrect gender code .....	9
-----------------------------------	---

11.00 Invalid ethnicity code.....	9
-----------------------------------	---

12.00 Invalid location code .....	10
-----------------------------------	----

12.10 Non-numeric location code.....	10
--------------------------------------	----

<b>12.20</b>	<b>Empty location code.....</b>	<b>11</b>
<b>12.30</b>	<b>School ??? has no employees reported for it .....</b>	<b>11</b>
<b>13.00</b>	<b>Incorrect grade code .....</b>	<b>11</b>
<b>14.00</b>	<b>Incorrect step.....</b>	<b>12</b>
<b>15.00</b>	<b>Invalid No. of Contract Days for Summary Job and Object....</b>	<b>12</b>
<b>16.00</b>	<b>Invalid Summary Class Code .....</b>	<b>12</b>
<b>17.00</b>	<b>FTE exceeds 10000 .....</b>	<b>12</b>
<b>18.00</b>	<b>Invalid Job Pay Indicator.....</b>	<b>12</b>
<b>20.00</b>	<b>Invalid fund number.....</b>	<b>13</b>
<b>21.00</b>	<b>Invalid Critical Needs Identifier.....</b>	<b>13</b>
<b>22.00</b>	<b>Note: School media librarian not reported for school.....</b>	<b>13</b>
<b>23.00</b>	<b>DPP not reported for district .....</b>	<b>13</b>
<b>25.10</b>	<b>Salary table rank-step not at least \$1,080 above last year .....</b>	<b>14</b>
<b>25.20</b>	<b>Salary table rank-step not the same as last year.....</b>	<b>14</b>
<b>26.00</b>	<b>Inaccurate summary job class code for this object code.....</b>	<b>14</b>
<b>26.50</b>	<b>Allocation for object code does not equal 100% .....</b>	<b>15</b>
<b>27.00</b>	<b>Calculated Base Salary does not match Salary Table .....</b>	<b>15</b>
<b>27.10</b>	<b>Calculated Base Salary does not match Salary Table plus \$1,080 .....</b>	<b>16</b>
<b>27.50</b>	<b>Calculated Extended Day Salary does not match Salary Table</b>	<b>16</b>
<b>29.00</b>	<b>No superintendent reported for district.....</b>	<b>16</b>
<b>30.00</b>	<b>Invalid Project Code for Fund 2.....</b>	<b>16</b>
<b>38.00</b>	<b>Invalid calc code .....</b>	<b>16</b>

39.00	Note: Ethnicity classification may be out of balance.....	17
40.00	Note: The percentage change in employees from last year has changed more than 5% .....	17
41.00	Note: Extra duty pay is more than Base Pay.....	17
42.00	Job Class Code differs from Summary Class Code. It cannot be in ranges 0001–3999 or 5000-5999 or 7000-7999 .....	18
43.00	Salary does not meet state minimum for rank-step experience	18
44.00	Note: Bargaining Unit file reported XX employees while the PSD file report is XY .....	18
124.00	Note: Finance officer not reported for district.....	19

## **CSD ERRORS .....20**

1.00	District number in file name is different than number in file .	20
2.00	Invalid district number.....	20
3.00	SSN is not 9 digits.....	20
4.00	SSN is not all digits.....	20
4.10	Name is not the same for all records for a SSN.....	20
4.20	Gender is not the same for all records for SSN.....	20
4.30	Ethnicity is not the same for all records for SSN.....	21
7.00	Last name contains a non-alpha character.....	21
8.00	First name contains a non-alpha character .....	21
9.00	Initial is a non-alpha character.....	21
10.00	Incorrect gender code .....	21
11.00	Invalid ethnicity code.....	22
12.00	Invalid location code .....	22

<b>12.10</b>	<b>Non-numeric location code.....</b>	<b>23</b>
<b>12.20</b>	<b>Empty location code.....</b>	<b>23</b>
<b>12.30</b>	<b>School ??? has no employees reported for it. ....</b>	<b>23</b>
<b>16.00</b>	<b>Invalid Summary Class Code .....</b>	<b>23</b>
<b>18.00</b>	<b>Invalid Job Pay Indicator.....</b>	<b>24</b>
<b>20.00</b>	<b>Invalid fund number.....</b>	<b>24</b>
<b>30.50</b>	<b>Pay rate is less than \$5.15 per hour.....</b>	<b>24</b>
<b>31.00</b>	<b>Hours per day must be greater than 0 .....</b>	<b>24</b>
<b>32.00</b>	<b>Hours worked per year greater than 2,096 .....</b>	<b>25</b>
<b>33.00</b>	<b>Contract days must be greater than 0.....</b>	<b>25</b>
<b>34.00</b>	<b>Contract days cannot exceed 262 per year .....</b>	<b>25</b>
<b>35.00</b>	<b>Reference Salary does not match calculated salary.....</b>	<b>25</b>
<b>38.00</b>	<b>Invalid calc code .....</b>	<b>25</b>
<b>39.00</b>	<b>Note: Ethnicity classification may be out of balance.....</b>	<b>26</b>
<b>40.00</b>	<b>Note: The percentage change in employees from last year has changed more than 5%. ....</b>	<b>26</b>
<b>42.00</b>	<b>Job Class Code differs from Summary Class Code. It cannot be in ranges 0001 – 3999 or 5000-5999 or 7000-7999.....</b>	<b>26</b>
<b>44.00</b>	<b>Note: Bargaining Unit file reported XX employees while the CSD file report is XY .....</b>	<b>27</b>

# **PURPOSE**

This “GUIDE” is provided to assist districts in correcting errors detected in the PSD/CSD report. The PSD/CSD reports are tested for valid entries and required data. This “GUIDE” lists each error that is possible and provides procedures to correct the data or provide the missing data.

# PSD ERRORS

## **ERROR ERROR CODE MESSAGE**

**1.00 District number in file name is different than number in file**

**2.00 Invalid district number**

This error test checks the state assigned district number against the MUNIS district number. This should only occur if the MUNIS district number has been changed in the System Administration module. This error indicates a need to check the district's MUNIS System Administration module's settings for district number.

**3.00 SSN is not 9 digits**

This error test checks to ensure that the SSN for the employee is 9 digits. MUNIS's Employee Master Maintenance will not accept a SSN with less than 9 digits; therefore, if this error occurs, the PSD record in the file sent to KDE has been manually added inaccurately. To correct the error, add the individual into the Employee Masterfile record and into Job Pay and regenerate the PSD file.

**4.00 SSN is not all digits**

This error test checks to ensure that the SSN for the employee contains only numbers. MUNIS's Employee Master Maintenance will not accept a SSN with alpha characters or symbols; therefore, if this error occurs, the PSD record in the file sent to KDE has been manually added inaccurately. To correct the error, add the individual into the Employee Masterfile record and into Job Pay and regenerate the PSD file.

**4.10 Name is not the same for all records for a SSN**

Multiple employee numbers can be used in MUNIS for the same SSN but KDE recommends using one employee number per SSN (employee). A different name could be used with this same SSN. The error program checks for a name different than another record for the same individual. Check to make sure the employee's name is the same on each record he/she has in the PSD report.

#### **4.20 Gender is not the same for all records for SSN**

This error test checks the gender of one record for the individual against all other records for the individual. (For instance, a Principal with a base pay record, extended day record, and extra service record in the PSD report.) It checks for a gender different than another record for the same individual. Check to make sure the employee's gender is the same on each record he/she has in the PSD report.

#### **4.30 Ethnicity is not the same for all records for SSN**

This error test checks the ethnicity of one record for the individual against all other records for the individual. (For instance, a Principal with a base pay record, extended day record, and extra service record in the PSD report.) It checks for a difference in ethnicity among the records for the individual. Check to make sure the employee's ethnicity is the same on each record he/she has in the PSD report.

#### **4.40 Rank-Step is not the same for all records for SSN**

This error test checks for a difference in Rank-Step among the records for the individual in the PSD report. (For instance, a Principal with a base pay record, extended day record, and extra service record in the PSD report.) Check to make sure the employee's rank-step is the same on each record he/she has in the PSD report.

#### **4.50 Experience is not the same for all records for SSN**

This error test checks for a difference in Experience among the records for the individual in the PSD report. (For instance, a Principal with a base pay record, extended day record, and extra service record in the PSD report.) Check to make sure the employee's experience is the same on each record he/she has in the PSD report.

#### **6.00 No Base Pay record**

This error test checks to ensure there is a base pay record (0110) for all employees in the PSD report. Check to make sure there is a 0110 record for all employees. NOTE: There is an exception to this error test for ESS teachers, who are only teaching ESS classes. Therefore, it is allowed to have a single 0113 record coded to 120X or 124X for an employee.

#### **6.50 Invalid object code**

This error test checks to ensure that the PSD report contains valid object codes, such as: 0110, 0111, 0112, 0113, and 0114. Check to make sure that the object code is a valid payroll object code and also that it has been properly set up as an expenditure object code in the GL Chart of Accounts module.



## **7.00 Last name contains a non-alpha character**

This error test checks to ensure the employee's last name does not contain a number. The MUNIS Employee Masterfile allows a number to be entered in the employee's last name; therefore, verify that a number was not entered in the Masterfile record. If a number has been used, update the Employee Masterfile and select the employee in the PSD file and "recalc" to update the PSD record.

## **8.00 First name contains a non-alpha character**

This error test checks to ensure the employee's first name does not contain a number. The MUNIS Employee Masterfile allows a number to be entered in the employee's first name; therefore, verify that a number was not entered in the Masterfile record. If a number has been used, update the Employee Masterfile and select the employee in the PSD file and "recalc" to update the PSD record.

## **9.00 Initial is a non-alpha character**

This error test checks to ensure the employee's initial is an alpha character. The MUNIS Employee Masterfile allows a number or a symbol to be entered as the employee's initial; therefore, verify that a number was not entered in the Masterfile record. If a number has been used, update the Employee Masterfile and select the employee in the PSD file and "recalc" to update the PSD record.

## **10.00 Incorrect gender code**

This error test verifies that each employee has a gender code of male or female. If this is a manually added PSD record, check the entry for gender. It must be "M" or "F". Update the PSD record to show the correct gender code. If the record was pulled directly from MUNIS, verify the Payroll Miscellaneous Code F/M for gender (GEND). There are two choices – "M" for male or "F" for female. Also, check the employee's Masterfile record for the correct gender code. Any changes made to the employee's Masterfile record require selecting the employee in the PSD file and performing a "recalc."

## **11.00 Invalid ethnicity code**

This error test verifies that each employee has a valid ethnicity code. It must be one of the following codes:

1	White	White not of Hispanic origin
2	Black	Black not of Hispanic origin
3	Hispanic	Hispanic
4	Asian	Asian or Pacific Islander
5	American	American Indian or Alaskan National
6	Other	Other

If the PSD record was pulled directly from MUNIS, check the Payroll Miscellaneous Code F/M for ethnicity (RACE). The six choices as shown above are the only valid codes. Verify the employee's Masterfile record contains a valid ethnicity code. If changes are made to the employee's Masterfile record, select the employee in the PSD file and perform a "recalc."

## **12.00 Invalid location code**

This error test verifies each employee has a valid location code. The location code is pulled from the first three digits of the org code on the PSD record. The following are valid location codes:

000		District Wide
001		Central Office
002-899		School Numbers (Assigned by KDE)
901		Bus Garage
910		Central Stores/Warehouse
920		Maintenance Shop
930	***	Family Resource/Youth Service Center (Single Center)
950		Adult Education Facility
955		Community Education Facility
96X		Child Care Facility
970-999		Local Assigned Numbers

\*\*\* - If district has multiple FYRSC's, the location number should be the same as the school number where the FYRSC is located.

Debbie Weber in Data Management (502-564-5279) maintains the official location numbers for each district. Check with Debbie's listing to ensure a valid location number has been entered.

If the PSD record was pulled directly from MUNIS, verify the Location Code File Maintenance to ensure the location codes validity. Also, check to ensure the org codes being used to pay this employee have valid location codes in the first three digits.

If an org code with an invalid location number is used, change the invalid org being used to pay the employee with a valid org code having a valid location number in the job pay record. Any change to the job pay record requires selecting the employee in the PSD file and performing a "recalc."

## **12.10 Non-numeric location code**

This error test verifies each employee's location code does not include alpha characters or symbols. The location code is pulled from the org code on the PSD record. Verify a valid location code was used when adding the org code for the erroneous PSD record. See explanation above for error **12.00** – Invalid location code.

## **12.20            Empty location code**

This error test verifies each employee record includes a location code. The location code automatically pulls from the org code on the PSD record. Unless the PSD file has been manually added, this error is not received.

## **12.30            School ??? has no employees reported for it**

This error indicates there is a school in the district per Debbie Weber in Data Management that is reporting no employees. Verify that the school noted by the error is a valid school. If not, contact Debbie.

Debbie Weber in Data Management (502-564-5279) maintains the official location numbers for each district.

## **13.00            Incorrect grade code**

This error test verifies each employee record has a valid grade code and each record for a particular employee has the same grade code on all records. The grade code is the rank. If the PSD record was manually added, verify a valid rank in the grade code field was entered. Update the PSD record to reflect the valid grade code. The following grade codes are valid:

11	Rank I	Certified with masters and 30 hours of approved graduate work
12	Rank I	Optional
13	Rank I	Optional
21	Rank II	Certified with masters degree
22	Rank II	Optional
23	Rank II	Optional
31	Rank III	Certified with a 4-year college degree
32	Rank III	Optional
33	Rank III	Optional
41	Rank IV	Certified with 96-128 hours of approved college training
42	Rank IV	Optional
43	Rank IV	Optional
51	Rank V	Certified with 64-95 hours of approved college training
52	Rank V	Optional
53	Rank V	Optional

If the PSD record was pulled directly from MUNIS, check the job pay record for the correct grade code and check the salary tables for the correct grade code. Also, check to make sure each job pay record for the employee has the same grade code noted. Any change to the job pay record requires selecting the employee in the PSD file and performing a “recalc”.

#### **14.00            Incorrect step**

This error test verifies each employee record has a valid step and each record for a particular employee has the same step on all records. The step code is years of experience. If the PSD record was manually added, verify a valid level in the step field was entered. Update the PSD record to reflect the valid step. If the PSD record was pulled directly from MUNIS, verify the job pay record for the correct step code. Also, make sure each job pay record for the employee has the same step code noted. Any change to the job pay record requires selecting the employee in the PSD report and performing a “recalc.”

#### **15.00            Invalid No. of Contract Days for Summary Job and Object**

This error test verifies the employee’s number of days worked per Summary Class code is not greater than 263. First, check to make sure that an incorrect number was not entered manually in the PSD file. Next, check the Job Pay files. This error compares a combination of 0110 and 0111 pay records in the PSD file to 263. This error can occur as result of the existence of job pay records for an employee that have multiple base pay (pay type) records for the same Job Class Code.

#### **16.00            Invalid Summary Class Code**

This error compares all Summary Class Codes in the district’s PSD file to a listing of all valid Summary Class Codes recorded at the State level. This error occurs when a user has inappropriately entered an additional Summary Class Code into the Miscellaneous Tables found in the Auxiliary programs within MUNIS. Only a number that exists in the state file can be accepted on the PSD screen. First, correct the Job Class Code to which the incorrect Summary Class Code has been attached. Next, delete the incorrect Job Pay record and add new job pay record for the employee with the valid summary class code. Last, “Recalc” the Employee’s PSD record having the error.

#### **17.00            FTE exceeds 10000**

This error test checks to verify each employee’s base pay record FTE amounts do not exceed 1.0000(10000 is printed because there are no decimal places used on the mag media format file sent to KDE). If this error is given, verify the employee’s records and make sure if there are multiple 0110 records, that they either have partial FTE amounts or allocation percentages that total 185 days thus an FTE of 1.0000.

#### **18.00            Invalid Job Pay Indicator**

This error test checks to verify a field that is not displayed on the PSD screen, but is printed onto the PSD mag media file, contains either a 1, 0, or is blank. This field is not accessible to the district. A “**blank**” indicates the record was manually added to the PSD file. A “**1**” indicates the record was pulled from a Job Pay record attached to a Recurring

Pay record. A “0” the record was pulled from a Recurring Pay record that did not have an attached Job Pay record.

## **20.00 Invalid fund number**

This error test verifies each employee’s salary is being charged to a valid fund number. The valid fund numbers are as follows:

1	Fund 1
2	Fund 2
5X	Funds 50 to 59
6X	Funds 60 to 69

If the PSD record was manually added, verify there is a valid fund number on all PSD records. Update the PSD record if there are erroneous fund numbers. The fund number is pulled from the org code when generating the PSD from MUNIS. If the PSD record was pulled directly from MUNIS, verify the job pay record for a valid org code. Any change to the job pay record requires selecting the employee in the PSD file and performing a “recalc”.

## **21.00 Invalid Critical Needs Identifier**

This error test checks to ensure a “CR” record is the only Employee Status found on the PSD file that is different than “FP” “PP”, “PR”, or “PT”. Verify the Personnel Status found on the first screen of the employee’s master file record.

## **22.00 Note: School media librarian not reported for school**

This error test verifies each school in the district has a school media librarian shown on the PSD report. Every school must have an employee coded to summary job code 1060 for the media librarian. Their full salary does not have to be coded to this summary job code. If the PSD record was manually added, verify that the school media librarian has a 1060 summary job code record. To correct the job class code, delete the PSD record, and re-add the record with the correct job class code. If the PSD record was pulled directly from MUNIS, verify the employee’s Job Pay record to ensure the media librarian has a summary job code of 1060. Any change to the Job Pay record requires selecting the employee in the PSD file and performing a “recalc”.

## **23.00 DPP not reported for district**

This error test verifies each school district has reported a DPP position on the PSD report. DPP’s must be coded to summary job code 0080 for the director of pupil personnel. Their full salary does not have to be coded to this summary job code. If you have manually added the PSD record, you need to check and make sure the DPP has a 0080 summary job code record. To correct the job class code, you must delete the PSD record,

and re-add the record with the correct summary job code. If the PSD record was pulled directly from MUNIS, verify the employee's Job Pay record to ensure the DPP has a summary job code of 0080. Any change to the Job Pay record requires selecting the employee in the PSD file and performing a "recalc". The only exception to this error would be in the case of a superintendent acting as DPP. Please email Ramona Gardner if your superintendent is also the DPP.

## **25.10 Salary table rank-step not at least \$1,080 above last year**

This error test verifies all cells in the salary tables were increased over the prior year by at least \$1,080, as mandated for school year 2003-2004. Comparing the salary tables sent to the state last year with the salary tables sent to the state for the current year performs the check. Compare the salary tables for certified staff and ensure the correct increase was applied in all cells of the table. Changes to the current year salary tables are performed in the Salary Table File Maintenance by updating the annual salary column. Any change to the job pay record requires selecting the employee in the PSD report and performing a "recalc".

## **25.20 Salary table rank-step not the same as last year**

There are eight districts that placed the \$1,080 cost-of-living adjustment outside of the salary tables and whose salary tables will be the same as last year. (Butler County, Edmonson County, Fayette County, Harlan Independent, Hazard Independent, Jessamine County, Owsley County, and Scott County). This test verifies all cells in the salary tables for these eight districts are the same as last year's salary tables. Changes to the current year salary tables are performed in the Salary Table File Maintenance by updating the annual salary column. Any change to the job pay record requires selecting the employee in the PSD report and performing a "recalc".

## **26.00 Inaccurate summary job class code for this object code**

This error test verifies the summary job class codes coordinate with object codes. Summary class codes are maintained by KDE. Below are the ranges for summary class codes set by KDE and not to be used when districts add new job class codes. Also, included are the allowable object codes for CLAS, CERT, RCLA, and RCER class codes.

<b>Summary Class Code</b>	<b>Description</b>	<b>Object Code</b>
0010-3999	Certified Summary Class Codes	0110, 0111
5000-5999	Certified Extra Service Summary Class Codes	0112, 0113, 0114
7000-7999	Classified Summary Class Codes	0130, 0131, 0160

Below are the number ranges to be used when a district wants to add new job class codes, along with the allowable object codes for each group:

<b>Job Class Codes</b>	<b>Description</b>	<b>Object Code</b>
4000-4999	Certified Job Class Codes	0110, 0111
6000-6999	Certified Extra Service Job Class Codes	0112, 0113, 0114
8000-8999	Classified Job Class Codes	0130, 0131, 0160

If the PSD record was manually added, verify that the summary class code and job class code agree to the appropriate object code. To correct the job class code or the object code, delete the PSD record, and re-add the record with the correct job class code and object code. If the PSD record was pulled directly from MUNIS, verify the job pay record to ensure the employee is being paid from the correct job class code and object code. Any change to the job pay record requires selecting the employee in the PSD file and performing a “recalc”.

## **26.50 Allocation for object code does not equal 100%**

This error test verifies each employee’s allocation for the same object code on pay records with the same summary job class code add to 100%. All of the employee’s pay records in the PSD report for a single job class code and object code must add to 100%. If the PSD records were manually added, check to ensure the allocations add to 100.00%. Update the PSD record to show the correct allocation. If the PSD record was pulled from MUNIS, verify the job pay records to ensure the correct allocations are noted. Any change to the job pay record requires selecting the employee in the PSD report and perform a “recalc”.

For example, if a librarian works at four elementary schools, the job pay record for the media librarian should reflect an allocation of 25.00% to each different location. But if an employee is the librarian at two schools and also a teacher at two schools, each job class code’s allocation for the base pay will equal 100.00%.

## **27.00 Calculated Base Salary does not match Salary Table**

This error test checks the daily rate per the Salary Table agrees to the daily rate on the PSD base pay record. The error is verifying that the Annual salary found on the Salary Table using the employee’s rank-step-experience combination from the PSD record table agrees to the Reference Salary on the PSD record. This Reference Salary is to reflect 185 days of pay for 0110 records. Verify that the Job Pay record contains the correct Reference Salary for 0110. Then, verify that the Reference Salary amount listed on the PSD file is correct.

### **27.10          Calculated Base Salary does not match Salary Table plus \$1,080**

There are eight districts that placed the \$1,080 cost-of-living adjustment outside of the salary tables. (Butler County, Edmonson County, Fayette County, Harlan Independent, Hazard Independent, Jessamine County, Owsley County, and Scott County). This error test checks to make sure the calculated salary equals to the salary table for this year plus FTE times \$1,080 times the allocation.

### **27.50          Calculated Extended Day Salary does not match Salary Table**

This error test checks the daily rate per the Salary Table agrees to the daily rate on the PSD extended day record. Reference Salary on extended days divided by the number of extended days should be the daily rate on the Salary Table. Verify that the Job Pay record contains the correct Reference Salary for 0111. Then, verify that the Reference Salary amount listed on the PSD file is correct.

### **29.00          No superintendent reported for district**

This error test verifies each school district has reported a superintendent position on the PSD report. Every district must have an employee coded to summary job code 0010 for the superintendent. Their full salary **MUST** be coded to this summary job code. If the PSD records were manually added, verify the Superintendent has a 0010 summary job code record. To correct the job class code, delete the PSD record, and re-add the record with the correct summary job code. If the PSD record was pulled directly from MUNIS, check the job pay record to ensure the Superintendent has a summary job code of 0010. Any change to the job pay record requires selecting the employee in the PSD file and performing a “recalc”.

### **30.00          Invalid Project Code for Fund 2**

This error test checks to ensure that the project code is not greater than 6999 or the first characters are not alpha.

### **38.00          Invalid calc code**

This error test verifies only the following calc codes are being used on payroll:

- 01      Hourly rate with zero scheduled hours, period pay, annual salary and daily rate; pay must be entered each cycle (i.e. casual labor)  
(This should only be used for CLAS employees that work infrequently.)



- 03     Hourly rate with daily rate and annual salary.  
This is the best calc code for use with CLAS employees that have a contract of X number of days and Y number of hours per day and Z dollar hourly rate.
- 11     Annual salary with period salary and hourly rate computed. On the Salary table, “hours per period” is the required field. (Normally this is used when an employee is being paid for a specific number of hours per pay period but not specific hours per day or number of days.)
- 32     Annual salary with daily rate and period pay computed. For CERT employees, using the Salary Table, the number of days must be entered on the first screen with a Calc Code of 32. For CLAS employees, the number of days and number of hours (normally 8) must be entered on the first screen. (Usually only for CERT employees (all CERT employees are annual paid) and CLAS employees in Supervisory positions.)

If the PSD records were manually added, verify a correct calc code is entered. Update the PSD record to show the correct calc code. If the PSD record was pulled from MUNIS, check the job pay record to ensure the correct calc codes are being used. Any change to the job pay record requires selecting the employee in the PSD report and performing a “recalc”.

**39.00            Note: Ethnicity classification may be out of balance**

This error test checks to ensure not more than 20% minorities are reported in the district due to the fact that Kentucky historically has a Caucasian majority. KDE placed the valid ethnic codes on each district’s files but it is possible for the district to change their codes. This is only a warning.

**40.00            Note: The percentage change in employees from last year has changed more than 5%**

This error test looks at the number of employees from last years report and checks for a percentage increase greater than 5%. It is possible that last year’s numbers were incorrect or that this year’s numbers have truly increased at that rate. This is a warning for the district to check but it will not stop mag media generation.

**41.00            Note: Extra duty pay is more than Base Pay**

This error test looks at the total dollar amount for 0110 (BASE PAY) records per employee and compares that total to the dollar amount of the 0112 (EXTRA DUTY PAY) records. It is possible that a superintendent could have this error message. Verify any employee receiving this message because it is possible that a 0112 record has been

manually entered with an incorrect amount. Normally this would only occur with the Superintendent. This is only a warning.

**42.00            Job Class Code differs from Summary Class Code. It cannot be in ranges 0001–3999 or 5000-5999 or 7000-7999**

This error test checks to ensure any additional job class codes added are not in the ranges restricted by KDE. Getting this error means the Job Class Code on the error record needs to be verified that it is attached to a valid summary class code and it is not in the ranges mentioned in the error. See **PR-ADM-5 version 8, Appendix B** for a recent listing valid Summary Class Codes.

**43.00            Salary does not meet state minimum for rank-step experience**

This error test verifies the salary tables for this year's salaries are at least at the state minimum requirements. The state's minimum salary schedule may be accessed at [www.kde.state.ky.us/KDE/Administrative+Resources/Finance+and+Funding/School+Finance/School+District+Personnel.htm](http://www.kde.state.ky.us/KDE/Administrative+Resources/Finance+and+Funding/School+Finance/School+District+Personnel.htm) after clicking on State minimum 185 certified salary schedule. The web page is shown below:

**2000 Budget Bill, KRS 157.420 and KRS 157.390**

**Minimum Statewide Salary Schedules:** The following is the minimum statewide salary schedule for fiscal year 2000-01 and fiscal year 2001-02.

<u>Rank</u>	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>
Experience:					
0-3 Years	25,200	22,580	19,910	17,150	15,810
4-9 Years	27,840	25,200	22,580	17,150	15,810
10-14 Years	31,260	28,600	25,950	17,150	15,810
15-19 Years	32,260	29,610	26,950	17,150	15,810
20 Years and Over	32,760	30,110	27,450	17,150	15,810

The state's minimum salary schedule has not changed for the current year.

**44.00            Note: Bargaining Unit file reported XX employees while the PSD file report is XY**

This note is a warning for the districts. The indication is that in the employee master file there were XX number of employees versus the PSD file showing XY number of employees. It is possible that the district has deleted employees that were difficult to

report in the PSD file. Verify that all employees in the Master file are reported in the PSD file.

**124.00      Note: Finance officer not reported for district**

This note verifies each district has a finance officer position coded in the PSD report. Every district must have an employee coded as a finance officer on the PSD or CSD report. They can be coded either as a summary job code 0040 – director of finance and business on the PSD report or as a summary job code 7184, 7185, or 7186 – finance officer on the CSD report. Their full salary does not have to be coded to this summary job code. The only exception to this would be in the case of a superintendent acting as finance officer. Please email Ramona Gardner if your superintendent is also the finance officer.

# CSD ERRORS

## **ERROR ERROR CODE MESSAGE**

**1.00 District number in file name is different than number in file**

**2.00 Invalid district number**

This error test checks the state assigned district number against the MUNIS district number. This should only occur if the MUNIS district number has been changed in the System Administration module. This error indicates a need to check the district's MUNIS System Administration module's settings for district number.

**3.00 SSN is not 9 digits**

This error test checks to ensure the SSN for the employee is 9 digits. MUNIS's Employee Master Maintenance will not accept a SSN with less than 9 digits; therefore, if this error occurs, the CSD record in the file sent to KDE has been manually added inaccurately. To correct, update the CSD report's SSN for the individual.

**4.00 SSN is not all digits**

This error test checks to ensure the SSN for the employee contains only numbers. MUNIS's Employee Master Maintenance will not accept a SSN with alpha characters or symbols; therefore, if this error occurs, the CSD record in the file sent to KDE has been manually added inaccurately. To correct, update the CSD report's SSN for the individual.

**4.10 Name is not the same for all records for a SSN**

This error test checks the name on one record for the individual against all other records for the individual. It checks for a last name different than another record for the same individual. Check to make sure the employee's last name is the same on each record he/she has in the CSD report.

**4.20 Gender is not the same for all records for SSN**

This error test checks the gender on one record for the individual against all other records for the individual. It checks for a gender different than another record for the same

individual. Check to make sure the employee's gender is the same on each record he/she has in the CSD report.

#### **4.30 Ethnicity is not the same for all records for SSN**

This error test checks the ethnicity of one record for the individual against all other records for the individual. It checks for a difference in ethnicity among the records for the individual. Check to make sure the employee's ethnicity is the same on each record he/she has in the CSD report.

#### **7.00 Last name contains a non-alpha character**

This error test checks to ensure the employee's last name does not contain a number. The MUNIS Employee Masterfile allows a number to be entered in the employee's last name; therefore, verify that a number was not entered in the Masterfile record. If a number has been used, update the Employee Masterfile and select the employee in the CSD file and "recalc" to update the CSD record.

#### **8.00 First name contains a non-alpha character**

This error test checks to ensure the employee's first name does not contain a number. The MUNIS Employee Masterfile allows a number to be entered in the employee's first name; therefore, verify that a number was not entered in the Masterfile record. If a number has been used, update the Employee Masterfile and select the employee in the CSD file and "recalc" to update the CSD record.

#### **9.00 Initial is a non-alpha character**

This error test checks to ensure the employee's initial is an alpha character. The MUNIS Employee Masterfile allows a number or a symbol to be entered as the employee's initial; therefore, verify that a number was not entered in the Masterfile record. If a number has been used, update the Employee Masterfile and select the employee in the CSD file and "recalc" to update the CSD record.

#### **10.00 Incorrect gender code**

This error test verifies each employee has a gender code of male or female. If this is a manually added CSD record, check the entry for gender. It must be "M" or "F". Update the CSD record to show the correct gender code. If the record was pulled directly from MUNIS, verify the Payroll Miscellaneous Code F/M for gender (GEND). There are two choices – "M" for male or "F" for female. Also, check the employee's Masterfile record for the correct gender code. Any changes made to the employee's Masterfile record require selecting the employee in the CSD file and performing a "recalc."

## **11.00 Invalid ethnicity code**

This error test verifies each employee has a valid ethnicity code. It must be one of the following codes:

1	White	White not of Hispanic origin
2	Black	Black not of Hispanic origin
3	Hispanic	Hispanic
4	Asian	Asian or Pacific Islander
5	American	American Indian or Alaskan National
6	Other	Other

If the CSD record was pulled directly from MUNIS, check the Payroll Miscellaneous Code F/M for ethnicity (RACE). The six choices as shown above are the only valid codes. Verify the employee's Masterfile record contains a valid ethnicity code. If changes are made to the employee's Masterfile record, select the employee in the CSD file and perform a "recalc."

## **12.00 Invalid location code**

This error test verifies each employee has a valid location code. The location code is pulled from the first three digits of the org code on the PSD record. The following are valid location codes:

000		District Wide
001		Central Office
002-899		School Numbers (Assigned by KDE)
901		Bus Garage
910		Central Stores/Warehouse
920		Maintenance Shop
930	***	Family Resource/Youth Service Center (Single Center)
950		Adult Education Facility
955		Community Education Facility
96X		Child Care Facility
970-999		Local Assigned Numbers

\*\*\* - If district has multiple FYRSC's, the location number should be the same as the school number where the FYRSC is located.

Debbie Weber in Data Management (502-564-5279) maintains the official location numbers for each district. Check with Debbie's listing to ensure a valid location number has been entered.

If the CSD record was pulled directly from MUNIS, verify the Location Code File Maintenance to ensure the location codes validity. Also, check to ensure the org codes being used to pay this employee have valid location codes in the first three digits.

If an org code with an invalid location number is used, change the invalid org being used to pay the employee with a valid org code having a valid location number in the job pay record. Any change to the job pay record requires selecting the employee in the CSD file and performing a “recalc.”

## **12.10 Non-numeric location code**

This error test verifies each employee’s location code does not include alpha characters or symbols. The location code is pulled from the org code on the CSD record. Verify a valid location code was used when adding the org code for the erroneous CSD record. See explanation above for error **12.00** – Invalid location code.

## **12.20 Empty location code**

This error test verifies each employee record includes a location code. The location code automatically pulls from the org code on the CSD record. Unless the CSD file has been manually added, this error is not received.

## **12.30 School ??? has no employees reported for it.**

This error indicates there is a school in the district per Debbie Weber in Data Management that is reporting no employees. Verify that the school noted by the error is a valid school. If not, contact Debbie.

Debbie Weber in Data Management (502-564-5279) maintains the official location numbers for each district.

## **16.00 Invalid Summary Class Code**

This error compares all Summary Class Codes in the district’s CSD file to a listing of all valid Summary Class Codes recorded at the State level. This error occurs when a user has inappropriately entered an additional Summary Class Code into the Miscellaneous Tables found in the Auxiliary programs within MUNIS. Only a number that exists in the state file can be accepted on the CSD screen. First, correct the Job Class Code to which the incorrect Summary Class Code has been attached. Next, delete the incorrect Job Pay record and add a new job pay record for the employee with a valid summary class code. Last, “Recalc” the Employee’s CSD record that has the error.

## **18.00 Invalid Job Pay Indicator**

This error test checks to verify a field that is not displayed on the CSD screen, but is printed onto the CSD mag media file, contains either a 1, 0, or is blank. This field is not accessible to the district. A “**blank**” indicates the record was manually added to the CSD file. A “**1**” indicates the record was pulled from a Job Pay record attached to a Recurring Pay record. A “**0**” the record was pulled from a Recurring Pay record that did not have an attached Job Pay record.

## **20.00 Invalid fund number**

This error test verifies each employee’s salary is being charged to a valid fund number. The valid fund numbers are as follows:

1	Fund 1
2	Fund 2
5X	Funds 50 to 59
6X	Funds 60 to 69

If the CSD record was manually added, verify there is a valid fund number on all CSD records. Update the CSD record if there are erroneous fund numbers. The fund number is pulled from the org code when generating the CSD from MUNIS. If the CSD record was pulled directly from MUNIS, verify the job pay record for a valid org code. Any change to the job pay record requires selecting the employee in the CSD file and performing a “recalc”.

## **30.50 Pay rate is less than \$5.15 per hour**

The error test verifies each employee is being paid at least \$5.15, which is the federal minimum wage. If the CSD record was manually added, check the actual hourly rate, which must be at least \$5.15. Update the CSD record to show the correct hourly rate. If the CSD record was pulled directly from MUNIS, check the job pay record for the correct hourly rate. If needed, return to the salary tables to make the correction. Any changes to the current year salary tables should be done in Salary Table File Maintenance by updating the appropriate column. Then “Y Recalc” all employees affected by the change on the salary table in each individual’s Job Pay record. Any change to the job pay record requires selecting the employee in the CSD file and performing a “recalc”.

## **31.00 Hours per day must be greater than 0**

This error test verifies each employee record reflects hours worked per day. This cannot be a blank field. If the CSD records were manually added, check for correct hours worked per day on all CSD records. Update the CSD record to show the correct hours worked per day. If the CSD record was pulled directly from MUNIS, check the job pay



records for the correct hours worked per day. Any change to the job pay record requires selecting the employee in the CSD file and performing a “recalc”.

### **32.00           Hours worked per year greater than 2,096**

This error test verifies each employee record reflects hours worked per year of not more than 2,096 (262 X 8). This is calculated by multiplying the contract days by the hours per day. If the CSD records were added manually, check for correct hours worked per day and for correct number of contract days on all CSD records. Update the CSD record to show the correct hours worked per day. If the CSD record was pulled directly from MUNIS, check the job pay records for the correct hours worked per day. Any change to the job pay record requires selecting the employee in the CSD file and performing a “recalc”.

### **33.00           Contract days must be greater than 0**

This error test verifies each employee record reflects contract days worked. This cannot be a blank field. If the CSD records were manually added, check for the correct number of contract days on all CSD records. Update the CSD record to show the correct contract days. If the CSD record was pulled directly from MUNIS, check the job pay record for the correct contract days. Any change to the Job Pay record requires selecting the employee in the CSD report and performing a “recalc”.

### **34.00           Contract days cannot exceed 262 per year**

This error test verifies each employee record reflects contract days of not more than 262. If the CSD records were manually added, check for the correct number of contract days on all CSD records. Update the CSD record to show the correct contract days. If the CSD record was pulled directly from MUNIS, check the job pay record for the correct contract days. Any change to the Job Pay record requires selecting the employee in the CSD report and performing a “recalc”.

### **35.00           Reference Salary does not match calculated salary.**

This error test finds each employee record listed with a calculation of reference salary that does not agree to the number of contract days times the hours per day times the hourly rate. Verify the CSD record for accuracy.

### **38.00           Invalid calc code**

This error test verifies only the following calc codes are being used on payroll:

- 01     Hourly rate with zero scheduled hours, period pay, annual salary and daily rate; pay must be entered each cycle (i.e. casual labor)  
(This should only be used for CLAS employees that work infrequently.)

- 03     Hourly rate with daily rate and annual salary.  
This is the best calc code for use with CLAS employees that have a contract of X number of days and Y number of hours per day and Z dollar hourly rate.
- 11     Annual salary with period salary and hourly rate computed. On the Salary table, “hours per period” is the required field. (Normally this is used when an employee is being paid for a specific number of hours per pay period but not specific hours per day or number of days.)
- 32     Annual salary with daily rate and period pay computed. For CERT employees, using the Salary Table, the number of days must be entered on the first screen with a Calc Code of 32. For CLAS employees, the number of days and number of hours (normally 8) must be entered on the first screen. (Usually only for CERT employees (all CERT employees are annual paid) and CLAS employees in Supervisory positions.)

If the CSD records were manually added, verify a correct calc code is entered. Update the CSD record to show the correct calc code. If the CSD record was pulled from MUNIS, check the job pay record to ensure the correct calc codes are being used. Any change to the job pay record requires selecting the employee in the CSD report and performing a “recalc”.

**39.00            Note: Ethnicity classification may be out of balance.**

This error test checks to ensure not more than 20% minorities are reported in the district due to the fact that Kentucky historically has a Caucasian majority. KDE placed the valid ethnic codes on each district’s files but it is possible for the district to change their codes. This is only a warning.

**40.00            Note: The percentage change in employees from last year has changed more than 5%.**

This error test looks at the number of employees from last years report and checks for a percentage increase greater than 5%. It is possible that last year’s numbers were incorrect or that this year’s numbers have truly increased at that rate. This is a warning for the district to check but it will not stop mag media generation.

**42.00            Job Class Code differs from Summary Class Code. It cannot be in ranges 0001 – 3999 or 5000-5999 or 7000-7999.**

This error test checks to ensure any additional job class codes added are not in the ranges restricted by KDE. Getting this error means the Job Class Code on the error record needs to be verified that it is attached to a valid summary class code and it is not in the ranges mentioned in the error. See **PR-ADM-5 version 8, Appendix B** for a recent listing valid Summary Class Codes.

**44.00        Note: Bargaining Unit file reported XX employees while  
the CSD file report is XY**

This note is a warning for the districts. The indication is that in the employee master file there were XX number of employees versus the CSD file showing XY number of employees. It is possible that the district has deleted employees that were difficult to report in the CSD file. Verify that all employees in the Master file are reported in the CSD file.